

## Decision under Delegated Powers

### Officer Requesting Decision

Nigel Strong - Town Hall Manager

### Officer Making the Decision

Sylvia Wright – Head of Leisure and Culture

### Recommendation

To make the following changes to post M165 Room Hire and Special Events Assistant;

- To change title to Room Hire Co-Ordinator.
- To regrade post from Scale 3 to Scale 4 in accordance with the decision of the job evaluation panel.
- To reduce the hours from F/T 37 hrs a week to 30 hrs a week.


### Reason

The current vacancy of this post has allowed for the JD and PS to be edited to ensure it matches the duties completed by the role and that the role is aligned with the requirements of the Town Hall Business Plan.

### Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution). This has been subdelegated to Heads of Service in certain circumstances (DD 28 11/12) which this decision falls within.

### Decision and Date



8<sup>th</sup> July 2015.

### Background

The Town Hall Business Plan 2013-18 places an emphasis on growth in the number of events being held at the venue and subsequently requires the correct staffing structure. This recommendation enables the venue to have the required staffing structure to deliver this growth.

The current vacancy in this post has enabled a review of the Job Description and Person Specification to ensure that it matches the duties and responsibilities completed. These revised documents have been through the Job Evaluation process and been valued at Scale 4, compared to the historic Scale 3.

### Comments from HR

Anna Cairns, Senior HR Adviser (6/7/15)

The post has been Job Evaluated. All recruitment should follow the normal recruitment process.

### Financial Implications

Hire and Special Events Assistant M165 (Scale 3 at 37 hours per week) – 2015-16 Budget - £22,100

Room Hire Co-Ordinator (Scale 4 scp 21 at 30 hours per week) – maximum cost - £21,000

On-going salary saving £1,100

### Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Lack of adequate staff may result in the TH Business not being delivered.	Medium	High	Speedy recruitment to this post to ensure business continuity.

Key Decision: No  
Background Papers: None